

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – ATASCADERO (DSH-A)
CENTRAL MEDICAL SERVICES

JOB CLASSIFICATION: PHYSICIAN & SURGEON (SAFETY)
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Responsible for planning, directing, and performing all phases of the medical services provided and for making professional decisions regarding surgery and general medical work.

Shall provide adequate, appropriate, and timely preventive, routine, specialized, and emergency medical care to all individuals residing at the DSH-A in need of such services, consistent with generally accepted professional standards of care.

Shall ensure that individuals residing at the DSH-A with medical problems are promptly identified, assessed, diagnosed, treated, monitored and, as monitoring indicates is necessary, reassessed, diagnosed, and treated, consistent with generally accepted professional standards of care.

50 % Provides regularly scheduled access to routine healthcare for patients on assigned psychiatric treatment units, as requested by the treating psychiatrist and unit nursing staff. **Performs histories and physical examinations, interprets the findings of such examinations and histories, and integrates these findings into standardized descriptors (including but not limited to ICD, CM and/or DSM III Diagnosis Descriptions), prescribes medication and other treatments, and provides medical supervision for routine non-life threatening medical illness customarily treated in a non-hospital setting and not requiring surgical intervention or repair.**

Responds to requests from treating psychiatrists for evaluation and treatment of patients with medical problems.

Evaluates and treats those patients admitted to the Infirmary (Unit One) for conditions requiring skills, equipment, or environments which are not readily available to the patient's assigned unit setting. Admits patients to and discharges patients from this unit and functions as a principal provider of care for patients admitted.

Responds to requests by other general physicians for treatment or care of patients exceeding resources available to the requestor.

Initiates consultations to outside as well as inside physicians as appropriate. Communicates with consultants as appropriate to facilitate exchange of clinical information to insure continuity of good medical care.

- 30 % Provides medical input for ID Teams as requested by the treating psychiatrist.
- Provides medical input for Department of Medicine Performance Improvement audits and committees as assigned.
- Maintains current relevant competency through participation in professional and hospital training programs as necessary.**
- Maintains Medical Staff membership and accepts assignment of committee memberships and duties as appropriate.**
- Provides backup coverage on other than usually assigned psychiatric treatment units as appropriate and when needed.
- 20 % Performs admission histories and physical examinations on new patients admitted to the Admission Units. Requests appropriate diagnostic tests, outlines management of medical problems revealed at time of initial examination.
- Evaluates and treats those patients referred to the Medical Surgical clinic for medical conditions requiring skills, equipment, or environments which are not readily available in the unit setting as assigned.
- Evaluates and treats patients and/or staff for urgent or acute conditions in the Urgent Care Room setting.

2. SUPERVISION RECEIVED

Chief Physician & Surgeon

3. SUPERVISION EXERCISED

Clinically supervises Nurse Practitioners

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Methods and principles of general medicine and skill in their application; methods and principles of surgery and skill in their application; recent developments in general medicine and surgery; hospital organization and procedure; gross pathology and interpreting autopsy findings; psychiatric social work, physical therapy, and the various rehabilitation therapies; methods of diagnosing and treating elementary mental disorders; principles of effective supervision; directing work of medical personnel.

ABILITY TO:

Interpret autopsy findings; examine, diagnose, and treat physical and elementary mental disorders; interpret laboratory analyses and x-rays; direct the work of medical personnel; instruct in the principles and practices of general medicine and surgery; prepare and supervise the preparation of case histories and the keeping of hospital records; analyze situations accurately and adopt an effective course of action.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

Physician & Surgeon

Reviewed by HR – 1/26/15 mh

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent X Adult X Geriatric

MANAGEMENT OF ASSAULTIVE BEHAVIOR

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior (MAB).

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Demonstrates ability to evaluate and treat patients and/or staff for urgent or acute conditions in the Urgent Care Room setting.

Demonstrates ability to evaluate and treat patients on psychiatric treatment units.

Demonstrates ability to evaluate and treat patients on the Infirmary Unit.

Demonstrates ability to evaluate and treat patients in the Medical/Surgical Clinic.

Relationship Security: Demonstrates professional interactions with patients and maintains therapeutic boundaries.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Maintains ability to perform Advanced Cardiac Life Support.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. This requires the completion of 25 hours of CME per year.

7. TRAINING - Training Category = 03

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date